

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110070-8

REPORTS INVENTORY

CONTROL NO.

DDS/OF-137

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Customer Furnished Equipment

2. TYPE OF REPORT

<input checked="" type="checkbox"/>	STATISTICAL	25X1
<input type="checkbox"/>	NARRATIVE	
<input type="checkbox"/>	MACHINE-NAME LISTING	

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input checked="" type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Approx. Quarterly

6. DISTRIBUTION (No. of components not number of copies)

2

25X1

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Ref. C of Log Annex

Revised 1 July 68, para 2 A (4)

10. PREPARING COMPONENT (include lowest level contributing information to report)

SOD/

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-13	\$8.60	4		\$ 34.40	4		\$ 137.60

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 137.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Requirement established by Logistics Annex
Administrative Plan.

25X1